Saint Louis University

Frequently Asked Questions

Student Organization Fundraising Policy

Please use this document for assistance in understanding the purpose and procedures for the University's update on the Student Organization Fundraising Policy

Is this a new policy?

No. The University has always had a fundraising policy for student organizations. However, the policy was limited and addressed very little of what was actually happening with student fundraisers.

Why did the policy change?

In the fall of 2011, staff from the Student Involvement Center and the Office of General Counsel met with Delegates of the Student Government Association, including the President and Vice President for Student Organizations, to discuss issues that have come up regarding student organization fundraisers. There were a number of concerns about student organization fundraisers that centered on accountability with handling cash, rights and relationships with outside commercial businesses, and safety of those collecting cash on the street. In addition, the University as an institution continues to seek alumni donor support and corporate and governmental financial support, and wanted to make sure that potential donors were not being called upon through multiple people from the University for an over-abundant amount of financial requests.

It was decided that based on these concerns, an update to the policy was warranted. One that protected the students and the money and goods they raised, as well as the interests of the University.

Where can I find the full policy?

The full policy is part of the Student Handbook and Student Code of Conduct. It can be found online here:

http://www.slu.edu/x67611.xml#student-fund

What does this mean for me?

The biggest change with this policy is now all student organizations need to register their fundraisers with the University. But really, if you were holding your fundraiser on campus to begin with, you would already be doing that, so there is really no big change there. The difference now would be that you are providing information through 5-6 new questions on the online Program Planning Form found in SLU Groups.

However, if your fundraiser is off-campus, then this is a bigger change for you. Now, all student organization fundraisers, no matter where they are, need to be registered with the University.

Why does my fundraiser need to be registered?

Registering your fundraiser provides the University with information on whom you’re asking for money from or whom you want to ask to donate something. It also provides the University with important information on where you will be asking for money, how your collecting donations, and how you are handling people’s money. This creates a level of accountability, security and safety that may have been lacking in some fundraisers in the past.

Additionally, registering your fundraiser gives your advisor additional information and knowledge about your fundraiser so that they can provide support, guidance, and advice on how best to implement your fundraiser.
Does it matter whom the funds go to?

Yes. This policy only covers fundraisers that are for your Student Organization or the University Community (Internal Fundraiser) and fundraisers on behalf of a 501(c)3 charitable organization (External Fundraiser). For example, if your fundraiser were collecting money for your group to travel to a conference, then that would be an Internal Fundraiser. If your fundraiser were collecting money for the national “Children’s Miracle Network”, then that would be an External Fundraiser.

What kinds of fundraisers are we talking about here?

The policy outlines six types of fundraisers:

1. Profit shares
2. Sales
3. Solicitation
4. In-Kind Donations
5. Collection of Membership Dues
6. Raffles or Prize Drawings

Is there any chance my fundraiser won't be approved?

The University does not necessarily see an instance where we would not approve a fundraiser, based on what we know about past student organization fundraisers. However, in some cases, we may ask questions and offer help and support to make sure your fundraiser goes well, people are safe, and accountability measures have been put into place. We anticipate a majority of fundraisers by student organizations, like 99.99% of them will be approved almost immediately, so long as they don't violate any of the stipulations set forth in the policy.

How do I register my fundraiser now?

To register your fundraiser you will need to utilize the SLU Groups website (http://groups.sluconnection.com). Navigate to your organizations page and click on the “Events” menu button. On that page will be a button labeled “Create Event”. Fill out the form and answer the questions to the best of your ability. Make sure when asked for type of program, to select “Fundraiser”. Registering your fundraiser should take no more than 5 or so minutes, depending on the complexity of your event.

Keep in mind that the University does ask that you make these requests 20 business days in advance, which is consistent with registering other types of events at SLU.

What about a fundraiser we already have planned / already been approved by the University?

At the date of writing this document (September 19, 2012), if you have already received approval from the University to hold your fundraiser or already well underway in planning it, that is OK. We only ask that you try your best to register it with us. As of January 2013 however, the University will not grant any exceptions to the policy for student organization sponsored fundraisers.

A University department sponsors my fundraiser. Does this policy affect me?

No. A University department, whether through an academic, business, athletic, or student service unit does not need to follow these guidelines and policy. This only affects fundraisers that are sponsored by, planned by, and implemented by a recognized student organization at SLU. The policy also affects groups of students, unaffiliated with a recognized student organization, but also not affiliated with a University department.
My fundraiser is off campus. Does this policy affect me?

Yes. This is the biggest change to the policy. No matter where your fundraiser is it must be registered. Again, we do not anticipate denying any fundraiser request, so long as it doesn’t violate any of the stipulations set forth in the policy.

My fundraiser is collecting dues during a Student Organization Meeting. Does this policy affect me?

Yes. No matter where your fundraiser is it must be registered. Again, we do not anticipate denying any fundraiser request, so long as it doesn’t violate any of the stipulations set forth in the policy.

My fundraiser is online, for example an email writing campaign. How do I register that?

An online fundraiser needs to be registered through the SLU Groups system. There is an option for a completely online fundraiser.

I’m raising money as part of a team for Relay for Life (or Dance Marathon). Does this policy affect me?

No and Yes. Teams that are registered as part of a larger student organization fundraiser (i.e. Dance Marathon, Relay for Life) are exempt from this policy. However, if your team plans to do any of the following items listed below, then “YES”, it would need to be registered:

- Selling something that has the SLU Logo on it.
- The sale of baked goods and other food items requiring preparation
- Raffles and/or prize drawing.

I’m doing a canned-food drive. Does this policy affect me?

Yes. Technically the policy covers something called, In-Kind Donations of goods. You would need to register that you are collecting canned food.

I’m doing a Profit-Share with a local business. Does this policy affect me?

Yes. The policy covers profit shares with commercial businesses.

Who do I contact if I have more questions?

The Student Involvement Center will help answer any questions you have about the policy and procedures for registering it. Please contact us at involvement@slu.edu.